

Recurring Payment - Create

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
12/13/04	Ligaya West	Updates & edits
1/18/2007	Kelly Welsh	Updates & edits

Test Info

Successor Transactions

Test History

Update the following table as necessary when this procedure is tested:

Date	Tester	Pass/Fail	Notes

Test Scenarios

Use the following scenarios to test this transaction:

Scenario ##				
Description	Test Condition DescriptionTitle	Input Data	Expected Results	Output Data
	Create a recurring payment for an allowance		Payment occurs in accordance with entries in IT0014 and WT definition	

Test Execution

The following tables summarize the test results for each scenario:

Title: *Recurring Payment - Create*
Processes :
Sub-Processes :

HRMS Training Documents

Purpose

Use this procedure to create a recurring payment.

Trigger

Perform this procedure when an employee is to receive a payment each pay period.

Prerequisites

- Must be an active monthly or hourly employee.

Menu Path

Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code

PA30

Date	Notes
1/19/2007	Edits

Helpful Hints

None

Procedure

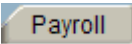
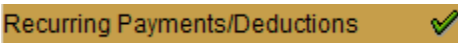

1. You have started the transaction using the menu path or transaction code **PA30**.

Maintain HR Master Data

The screenshot displays the SAP HR Master Data (PA30) transaction. The main window is titled 'Maintain HR Master Data'. The personnel number is 6151, and the name is Linda Vest. The 'Basic Personal Data' tab is selected. The 'Recurring Payments/Deductions' section is highlighted with a green checkmark. The 'Period' section shows 'Fr.' and 'To' fields, with 'Today' selected for 'Fr.' and 'Curr.week' selected for 'To'. The 'Direct selection' section shows 'Infotype' and 'STy' fields.

2. As required, complete/review the following fields:


Field Name	R/O/C	Description
Personnel no.	R	An employee's unique identifying number. Example: 200000120

3. Click  tab.
4. Click .
5. Click  (Create) to create a new record.

Create Recurring Payments/Deductions

6. As required, complete/review the following fields:

Field Name	R/O/C	Description
Start	R	This is the date on which a record begins. Example: 01/01/2005 :

7. Click  (Matchcode) to open the selection window.

Wage Types for Infotype "Recurring Payments/Deductions" (1) 211 Entries Found



Wage Types for Infotype "Recurring Payments/Deductions" (1) 214 Entries Found				
Restrictions				
WT	Wage Type Long Text	Start Date	End Date	
1010	Base Rate for shared leav	01/01/1900	12/31/9999	
1036	Delete	01/01/1900	12/31/9999	
1126	Noncash Domestic Partner	01/01/1900	12/31/9999	
1127	Noncash Gross Perm	01/01/1900	12/31/9999	
1162	Uniform allow \$300	01/01/1900	12/31/9999	
1163	Uniform Maintainance \$20	01/01/1900	12/31/9999	
1430	Delete	01/01/1900	12/31/9999	
1500	1099R Non-Taxable wages	01/01/1900	12/31/9999	
1501	1099R Taxable Wages	01/01/1900	12/31/9999	
2601	U.S.BANK	01/01/1900	12/31/9999	
2602	WA MUTUAL SAVINGS	01/01/1900	12/31/9999	
2603	STERLING SAVING ASSN	01/01/1900	12/31/9999	
2604	ANCHOR SAVING BANK	01/01/1900	12/31/9999	
2605	WELLS FARGO BANK	01/01/1900	12/31/9999	
2606	RAINIER PACIFIC BANK	01/01/1900	12/31/9999	
2607	SPOKANE FEDERAL CU	01/01/1900	12/31/9999	
2608	SPOKANE TELCO CR UN	01/01/1900	12/31/9999	
2609	GREAT NORTHWEST FCU	01/01/1900	12/31/9999	
2610	CU OF THE PACIFIC	01/01/1900	12/31/9999	
2611	CU OF THE PACIFIC	01/01/1900	12/31/9999	
214 Entries Found				


8. Click the appropriate wage type.

9. Click  .(Copy) to accept.

Create Recurring Payments/Deductions

10. As required, complete/review the following fields:

Field Name	R/O/C	Description
Amount	C	<p>It is the total dollar value of a wage type.</p> <p> Depending on the wage type selected, the amount may default in the field.</p> <p>Example: 300.00</p>
Payment model	C	<p>This is a pre-defined schedule for taking a deduction or making a payment, such as monthly, semi-monthly, etc.</p> <p> The payment model is determined by the wage type. If there is another frequency desired other than the one attached to the wage type, select the appropriate one using the matchcode.</p> <p>Example: April 10 & October 10th or 1162</p>

11. Click  (Enter) to validate information.

12. Click  (Save) to save..

Maintain HR Master Data

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 6151

Name Linda Vest

PersArea 4950 Dept of Agriculture EEGroup 4 Seasonal

PSubarea 0001 Non Represented EESubgroup 03 Scheduled Hourly Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text E..

Basic Pay ☒

Recurring Payments/Deductions ☒

Additional Payments ☐

Cost Distribution ☐

Bank Details ☐

External Bank Transfers ☐

Payroll Status ☒

Residence Tax Area ☐

Work Tax Area ☐

Period

Fr. To

☒ Today ☐ Curr.week

☐ A11 ☐ Current month

☐ From curr.date ☐ Last week

☐ Up to Today ☐ Last month

☐ Current Period ☐ Current Year

Choose

Direct selection

Infotype Recurring Payments/Deductio... STy

Record created



The system displays the message, "Record created".

13. You have completed this transaction.

Result

You have a new recurring payment has been created.

Comments